Apostille for Documents Issued in the U.S.

If you have a document which you want legalized for use in another Convention country, the Convention called an *apostille* must be affixed to the document by a competent authority. The *apostille* is a pre-printed form prescribed by the Convention. The *apostille* must be affixed at the government agency in the country which issued the original document. **The Embassy does not have the authority to affix an** *apostille* **to your American documents.**

PROCEDURE:

Since the authorities designated by the U.S. to affix the *apostille* can only attest to the validity of certain seals, it may be necessary for you to obtain some intermediate seals on your document, depending on the origin of the document, before the *apostille* can be affixed. There is no single U.S. competent authority to issue the Convention *apostille*. There are different authorities for documents originating in state and local jurisdictions, Federal courts and Federal government agencies. Contact the competent local authority who will affix the certification (*apostille*) on your document. Please see appendix B (page 3 and following) for a list of the competent authorities. If it is necessary for you to obtain some intermediate seals on your document before obtaining the Convention *apostille*, consult the appropriate state or federal authority listed.

Hague "Apostille" Authentication Certificate:

Article 7 of the Convention provides for the use of a standardized authentication certificate called an *apostille*. A sample *apostille* certificate is provided in appendix C on page 14. The *apostille* consists of the following: 1) name of country from which the document emanates; 2) name of person signing the document; 3) the capacity in which the person signing the document has acted; 4) in the case of unsigned documents, the name of the authority that has affixed the seal or stamp; 5) place of certification; 6) date of certification; 7) the authority issuing the certificate; 8) number of certificate; 9) seal or stamp of authority issuing certificate; and 10) signature of authority issuing certificate.

Fees:

Fees charged by federal and state government authorities are listed below. Please note that fees vary from state to state and are subject to change.

FEDERAL COMPETENT AUTHORITIES:

If the Origin of the Document and/or Seal is a Federal Executive or Administrative Agency, Contact:

Authentication Office, U.S. Department of State, 518 23rd St., N.W., Washington, D.C. 20520 (202) 647-5002 Fee: \$5.00

For additional information, call the Federal Information Center: 1-800-688-9889, and choose option 6 after you press 1 for touch tone phones. Walk-in service is available from the Authentication Office from 7:30 a.m. to 11 a.m. noon Monday-Friday, except holidays. Walk-in service is limited to 15 documents per person per day (documents can be multiple pages.) Processing time for authentication requests sent by mail is 5 working days or less. See also, the State Department's Homepage: http://www.state.gov (look under Other Services.)

March 2006

U.S. Courts

Clerks and Deputy Clerks of the Federal Court System.

Fee: \$5.00.

For the purposes of the Convention, clerks and deputy clerks of the U.S. Courts shall include the clerks and deputy clerks of the following: The Supreme Court of the United States, the Courts of Appeals for the First through the Eleventh Circuits and the District of Columbia Circuit, the United States District Courts, the United States Court of Claims, the United States Court of Customs and Patent Appeals, the United States Court of International Trade, the United States District Court for the District of the Canal Zone, the District Court of Guam, the District Court of the Virgin Islands, and the District Court for the Northern Mariana Islands.

The Office of American Services continues to perform notarial and authentication services for those wishing to execute documents in the presence of a U.S. Consular Officer. This is not an *apostille*. The fee is \$30.00, or the euro equivalent per initial signature/seal; each additional signature/seal provided at the same time in connection with the same transaction will cost \$20 or the euro equivalent.

Notarial and authentication services are available Tuesday through Friday between 9:00 a.m. and 12:00 p.m., except on American and French holidays, and on the first day following a public holiday. Please bring a passport or other photo ID (passport, *carte d'identité*, or driver's license) as a means of verifying your identity.

Appendix B (Apostille in the United States)

Authentication Authorities - State, Territories and Other Jurisdictions

The following state authorities are authorized to issue the Convention *apostille* legalizing state documents.

State Authentication Authorities

Please refer to (http://travel.state.gov/family/abduction/hague_issues/hague_issues_562.html) for further information.

Alabama

Office of the Secretary of State
Authentication Section
State Capitol, Room E-204
600 Dexter Ave.
Montgomery, AL 36104
334-242-7210

http://www.sos.state.al.us/authenticate/index.htm

Fee: \$5.00

Designated Authority: Secretary of State

Alaska

Notary Administrator
Office of the Lieutenant Governor
P.O. Box 110015
Juneau, AK 99811- 0015

907-465-3509

http://www.gov.state.ak.us/ltgov/notary/authentications.htm

Fee: \$2.00

Designated Authority: Lieutenant Governor; Attorney General; Clerk of the Supreme Court

Arizona

Office of the Secretary of State
Business Services Division, Notary Section
1700 W. Washington, 7th Floor

Phoenix, AZ 85007-2888 602 542-4086/ 602 542-4758 http://www.azsos.gov/notary

Fee: \$3.00

Designated Authority: Secretary of State; Assistant Secretary of State.

Arkansas

Office of Secretary of State
Corporations Division
State Capitol
Little Rock, AR 72201-1094

501-682-3409

http://www.sosweb.state.ar.us/business.html

Fee: \$10.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State.

California

Office of the Secretary of State
Business Programs Division
Notary Public Section

P.O. Box 942877

Sacramento, CA 94277-0001

916-653-3595

http://www.ss.ca.gov/business/notary/notary.htm

Fee: \$20.00

Designated Authority: Secretary of State; any Assistant Secretary of State; any Deputy Secretary of State.

Colorado

Office of Secretary of State

1560 Broadway, Suite 200

Denver, CO 80202 303-894-2680

http://www.sos.state.co.us/pubs/info_center/2001fees.htm

Fee: By Mail: \$2.00 While You Wait: \$17.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Connecticut

Office of the Secretary of State

Authentication Unit

30 Trinity St.

Hartford, CT 06106

860-509-6135

http://www.sots.state.ct.us/recordslegislativeservices/authen.html#orders

Fee: \$20.00

Designated Authority: Secretary of State: Deputy Secretary of State.

Delaware

Office of Secretary of State

Notary Division

401 Federal St., Suite 3

Dover, DE 19901 302- 302/739-4111

http://www.state.de.us/sos/sos.htm

Fee: \$10.00

Designated Authority: Secretary of State; Acting Secretary of State.

District of Columbia

Office of the Secretary, D.C.

Notary Commissions & Authentications Section

441 4th St. N.W. (One Judiciary Square)

Washington, D.C. 202-727-3117

http://os.dc.gov/info/notary/notary.shtm#document

Fee: \$10.00

Designated Authority: Executive Secretary; Assistant Executive Secretary; Mayor's Special Assistant and Assistant to the Executive Secretary; Secretary of the District of Columbia.

Florida

Department of State

Office of International Affairs

Notary Certification/Apostille Section

The Capitol Building

Suite 1902

Tallahassee, FL 32399-0250

804-488-7521

http://notaries.dos.state.fl.us/notproc7.htm

Fee: \$10.00

Designated Authority: Secretary of State

Georgia

Georgia Superior Court Clerks' Cooperative Authority

Notary Division

1875 Century Boulevard, Suite 100

Atlanta, GA 30345

404-327-6023

http://www2.gsccca.org/projects/apost.html

or

Office of Secretary of State

Administrative Procedures Unit

2 Martin Luther King Jr. Drive

Suite 820 - West Tower

Atlanta, Georgia 30334

404-656-2885

http://www.sos.state.ga.us/administration/notary.htm

Fee: \$3.00

Designated Authority: Secretary of State; Georgia Superior Court Clerks' Cooperative Authority.

Hawaii

Office of the Lieutenant Governor

State Capitol, 5 th Floor, Honolulu, Hawaii 96813

808-586-0255

http://www.state.hi.us/ltgov/page8.html

Fee: \$1.00

Designated Authority: Lieutenant Governor of the State of Hawaii.

Idaho

Office of Secretary of State

Notary Department

Box 83720

Boise, ID 83720

208-332-2810

http://www.idsos.state.id.us/notary/apostill.htm

Fee: \$10.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State; Notary

Public Clerk.

Illinois

Office of the Secretary of State

Index Department, Notaries Public Division

111 E. Monroe St. Springfield, IL 62756

217- 217-782-7017

http://www.sos.state.il.us/departments/index/division.html

Fee: \$2.00

Designated Authority: Secretary of State; Assistant Secretary of State; Deputy Secretary of State.

Indiana

Office of Secretary of State

Statehouse Suite 201

Indianapolis, IN 46204

317-232-6532

http://www.in.gov/sos/notary/seal.html

Fee: no charge

Designated Authority: Secretary of State; Deputy Secretary of State

lowa

Office of Secretary of State

Lucas Building

First Floor, Public Service Des Moines, IA 50319

515-281-5204

http://www.sos.state.ia.us

Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State

Kansas

Office of Secretary of State

State Capitol Second Floor Topeka, KS 66612 913-296-2744

http://www.kssos.org

Fee: \$5.00

Designated Authority: Secretary of State; Assistant Secretary of State; any Deputy Assistant Secretary of

State.

Kentucky

Office of Secretary of State

Capitol Building P.O. Box 718

Frankfort, KY 40602-0178

502-564-7330 **Fee: \$5.00**

http://www.kysos.com

Designated Authority: Secretary of State; Assistant Secretary of State.

Louisiana

Office of Secretary of State

P.O. Box 94125

Baton Rouge, LA 70804-9125

504-342-4981 **Fee: \$5.00**

http://www.sec.state.la.us/comm/comm-index.htm

Designated Authority: Secretary of State.

Maine

Office of Secretary of State

Bureau of Corporations

Elections and Commissions

101 State House Station

Augusta, ME 04333-0101

207-624-7650

http://www.state.me.us/sos/cec/rcn/notary/authapos.htm

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Marvland

Office of Secretary of State

Statehouse

Annapolis, MD 21401

410-974-5520

http://www.sos.state.md.us/sos/certif/html/certif2c.html#apos

Fee: \$5.00

Designated Authority: Secretary of State.

Massachusetts

Secretary of the Commonwealth

Public Records Division Commissions Section

McCormack Building, Room 1719

One Ashburton Place Boston, MA 02108 617-727-2832

http://www.state.ma.us/sec/pre/precom/comidx.htm

Fee: \$3.00

Michigan

Department of State
Office of the Great Seal

7064 Crowner Boulevard

Lansing, MI 48918

517-373-2531

http://www.michigan.gov/sos/1,1607,7-127-1638_8734---,00.html

Fee: \$1.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Minnesota

Secretary of State's Office

180 State Office Bldg.

St. Paul, MN 55155

651-296-2803

http://www.sos.state.mn.us/uccd/authinfo.html

Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State.

<u>Mississippi</u>

Office of Secretary of State

P.O. Box 136

Jackson, MS 39205-0136

601-359-1615

http://www.sos.state.ms.us/busserv/notaries/notaries.html

Fee: \$5.00

Designated Authority: Secretary of State; any Assistant Secretary of State.

Missouri

Office of Secretary of State

Commission Division

600 West Main, Room 367

Jefferson City, MO 65102

573-751-2783

http://www.sos.state.mo.us/business/commissions/certify.asp

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Montana

Office of Secretary of State

Room 225 Box 202801 State Capitol Helena, MT 59602 406-444-5379

http://sos.state.mt.us/css/index.asp

Fee: \$2.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Government Affairs Bureau Chief.

Nebraska

Office of Secretary of State

Notary Division
Box 95104
State Capitol
Lincoln, NE 68509
402-471-2558

http://www.sos.state.ne.us/Notary/notauth.htm

Fee: \$10.00

Designated Authority: Secretary of State: Deputy Secretary of State.

Nevada

Secretary of State

101 N. Carson Street, #3 Carson City, NV 89701-4786

775-684-5708

http://sos.state.nv.us/notary/apostille.htm

Fee: \$20.00

Designated Authority: Secretary of State; Chief Deputy Secretary of State; Deputy Secretary of State.

New Hampshire

Office of Secretary of State

Statehouse Room 204 Concord, NH 03301 603-271-3242

http://www.state.nh.us/sos/certific.htm

Fee: \$5.00

Designated Authority: Secretary of State; Deputy Secretary of State

New Jersey

Department of State
Notary Public Unit
Division of Commercial Recording

PO Box 452 Trenton, NJ 08625 609-530-6421

http://www.state.nj.us/treasury/revenue/dcr/programs/notary.html Fee: Regular Service: \$25.00 Expedited Service: \$35.00

Designated Authority: NJ Department of the Treasury, Division of Revenue

New Mexico

Office of the Secretary of State

State Capitol North Annex, Suite 300 Santa Fe, NM 87503

505-827-3600

http://www.sos.state.nm.us/notary-cert.htm

Fee: \$3.00

Designated Authority: Secretary of State

New York

Upstate Counties

Miscellaneous Records

162 Washington Ave. Albany, NY 12231

http://www.dos.state.ny.us

Fee: \$10.00

518-474-4770

Designated Authority: Secretary of State; Executive Deputy Secretary of State; any Deputy Secretary of State; any Special Deputy Secretary of State.

Down State Counties

New York authorities in Albany advise that documents issued in the nine down state counties are authenticated under the Convention by the New York City office. The nine down state counties are New York, Kings, Queens, Bronx, Westchester, Nassau, Suffolk, Rockland and Richmond. The address of the New York Department of State, Certification Unit is 6th Floor, 270 Broadway, New York, New York 10007, tel: 212-417-5684. **Fee: \$10.00**

How do I obtain an Apostille or Authentication?

- All birth and death records originating from the five boroughs of New York City (Bronx, Kings, Manhattan, Queens, Staten Island) must be certified together with a Letter of Exemplification by the New York City Department of Health, http://www.ci.nyc.ny.us/html/doh/home.html Bureau of Vital Records, 125 Worth Street, New York, NY 10013. The original document must then be presented to the County Clerk's Office in the county where the document was obtained to verify the signature on the Letter of Exemplification. The document can then be presented to the New York State Department of State for authentication.
- All marriage records originating from the five boroughs of New York City (Bronx, Kings, Manhattan, Queens, and Staten Island) must be obtained from the Marriage Bureau, Municipal Center, 1 Centre Street, 2nd Floor, New York, NY 10007. Obtain a certified copy of the marriage certificate with an original signature of the City Clerk. The document must then be presented to the County Clerk's Office in the county where the document was obtained to verify the signature of the City Clerk. The document can then be presented to the New York State Department of State for authentication.
- All birth, death, marriage and divorce records issued outside of the five counties of New York City can be
 obtained from the New York State Department of Health, http://www.health.state.ny.us/nysdoh/consumer/vr.htm
 Certification Unit, Vital Records Section, PO Box 2602, Albany, NY 12220-2602. The document can then be
 presented to the New York State Department of State for authentication.
- Birth, death, marriage and divorce records issued outside of the five counties of New York City may also be obtained directly from the local registrar or town clerk of the city, town or village where the birth, death, marriage or divorce occurred. The original document must then be presented to the county clerk's office in the county where the document was obtained for certification. (It is suggested that you contact the county clerk's office prior to obtaining the records to determine if their office can certify documents obtained from a local authority.) The document can then be presented to the New York State Department of State for authentication.
- Education documents (transcripts, diplomas or certificates) must be obtained from an official of the school, college or university who must certify that the document is an official record or a true copy of the original document. The official's signature must be notarized by a notary public. The document must then be presented to the County Clerk's Office in the county where the notary public is qualified to certify the signature of the notary public. The document can then be presented to the New York State Department of State for authentication.
- All other documents submitted to the New York State Department of State for authentication must first be notarized and then have the notary's signature certified at the county clerk's office where the notary is qualified. The county clerk's office will affix its seal and signature to the document.

Submitting your Document to the Department of State

- Albany Office The document, together with the \$10 fee, may be mailed to the Department of State, Miscellaneous/State Records Bureau, 41 State Street, Albany, NY 12231 for authentication. The country where the document is being sent to must be specified. The telephone number of the Miscellaneous/State Records Bureau is (518) 474-8642. You may also bring your document to the Albany Office for processing between the hours of 8:00 a.m. and 4:30 p.m.
- New York City Office The document, together with the \$10 fee, may be mailed to the Department of State, Certification Unit, 123 William Street, 19th Floor, New York, NY 10038. The country where the document is being sent to must be specified. The telephone number is (212) 417-5684. You may also bring your document to the New York City Office for processing between the hours of 9:00 a.m. and 3:30 p.m.
- Processing documents submitted by mail is usually completed within 2 to 4 business days. To assist our office in
 processing your document in a timely manner, you may wish to include a daytime telephone number so that we
 may contact you should any questions arise.
- Documents may be submitted in person at either of the above offices. Processing a document submitted in person is usually completed while you wait.

Fees

• Each document submitted to the Department of State for authentication must be accompanied by a \$10 fee. Please make the check payable to the "New York State Department of State."

North Carolina

Office of Secretary of State
Authentication Division
PO Box 29622

Raleigh, NC 27626-0622 919-807-2140

http://www.secretary.state.nc.us/authen

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State

North Dakota

Office of Secretary of State

Capitol Building
600 E Boulevard Ave., Dept 108
Bismarck, ND 58505
701-328-2900
http://www.state.nd.us/sec

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Ohio

Office of the Secretary of State

30 East Broad St.

15th Fl.

Columbus, OH 43266-0418

877-767-6446

http://www.state.oh.us/sos/authentication_of_documents_stat.htm

Fee: \$5.00

Designated Authority: Secretary of State; Assistant Secretary of State.

Oklahoma

Office of Secretary of State

2300 N. Lincoln

Room 101

Oklahoma City, OK 73105

405-521-4211

http://www.sos.state.ok.us

Fee: \$25.00 (cashiers check or money order)

Designated Authority: Secretary of State; Assistant Secretary of State; Budget Officer of the Secretary of State.

Oregon

Office of Secretary of State

255 Capitol St.

Suite 151

Salem OR 97310

503-986-2200.

http://www.filinginoregon.com/notary/index.htm

Fee: \$10.00

Designated Authority: Secretary of State; Deputy Secretary of State; Acting Secretary of State; Assistant to the Secretary of State.

Pennsylvania

Department of State

Bureau of Commissions

Elections and Legislation

North Office Building

Room 304

Harrisburg, PA 17120

717-787-5280

http://www.dos.state.pa.us/bcel/certifications/certifications.html

Fee: \$15.00

Designated Authority: Secretary of the Commonwealth; Executive Deputy Secretary of the Commonwealth.

Rhode Island

Office of Secretary of State

Notary Division

100 N. Main St.

Providence, RI 02903

401-277-1487

http://www.corps.state.ri.us/notaries/notaries.htm

Fee: \$5.00

Designated Authority: Secretary of State; First Deputy Secretary of State; Deputy Secretary of State

South Carolina

Office of Secretary of State

P.O. Box 11350

Columbia, SC 29211

803-734-2119

http://www.scsos.com/notariesbc.htm

Fee: \$2.00

Designated Authority: Secretary of State

South Dakota

Office of Secretary of State

500 East Capitol

Pierre, SD 57501-5077

605-773-5004

http://www.state.sd.us/sos/Notaries/apostilles_and_authentications.htm

Fee: \$2.00

Designated Authority: Secretary of State; Deputy Secretary of State

Tennessee

Office of Secretary of State

James K. Polk Building

Division of Business Services

312 Eighth Avenue North

6th Floor, William R. Snodgrass Tower

Nashville, TN 37243

615-741-3699

http://www.state.tn.us/sos/service.htm#apostilles

Fee: \$2.00

Designated Authority: Secretary of State.

Texas

Office of Secretary of State

P.O. Box 12079 Austin, TX 78711 512-463-5705

http://txsos-7.sos.state.tx.us/authfaqs.shtml

Fee: \$10.00

Designated Authority: Secretary of State; Assistant Secretary of State

Utah

Office of the Lieutenant Governor

210 State Capitol

Salt Lake City, UT 84145-8414

801-538-1040

http://governor.state.ut.us/lt_gover/internationaltemplate.html

Fee: Certifying Notary's Seal: \$10.00 Apostille: \$5.00

Designated Authority: Lieutenant Governor; Deputy Lieutenant Governor; Administrative Assistant.

Vermont

Office of Secretary of State

109 State St.

Montpelier, VT 05609-1103

802-828-2308

http://www.sec.state.vt.us

Fee: \$2.00

Designated Authority: Secretary of State; Deputy Secretary of State.

Virginia

Office of Secretary of Commonwealth

Authentications Division

830 East Main Street, 14th Floor

Richmond, VA 23219

804-786-2441

http://www.soc.state.va.us

Fee: \$10.00

Designated Authority: Secretary of the Commonwealth; Chief Clerk, Office of the Secretary of Commonwealth.

Washington

Office of the Secretary of State

Corporations Division

Apostille and Certificate Program

PO Box 40228

Olympia, WA 98504-0228

360-586-2268

http://www.secstate.wa.gov/apostilles

Fee: \$15.00

Designated Authority: Secretary of State; Assistant Secretary of State; Director, Department of Licensing.

West Virginia

Office of Secretary of State

Capitol Building

1900 Kanawha Blvd. East

No. 157-K

Charleston, WV 25305-0770

304-558-6000

http://www.wvsos.com/execrecords/other/authentication.htm

Fee: \$10.00

Designated Authority: Secretary of State: Under Secretary of State: any Deputy Secretary of State.

Wisconsin

Office of Secretary of State

P.O. Box 7848

Madison, WI 53707-7848

608-266-3159

http://badger.state.wi.us/agencies/sos/authen.htm

Fee: \$10.00

Designated Authority: Secretary of State; Assistant Secretary of State.

Wyoming

Office of Secretary of State

The Capitol

Cheyenne, WY 82002-0020

307-777-5342

http://soswy.state.wy.us/authenti/authenti.htm

Fee: \$3.00

Designated Authority: Secretary of State; Deputy Secretary of State.

American Samoa

Office of the Governor

Pago Pago, AS 96799

011-684-633-4116

http://www.amsamoa.com

Designated Authority: Secretary of American Samoa; Attorney General of American Samoa.

Guam (Territory of)

Office of the Governor

P.O. Box 2950

Agana, GU 96910

011-671-472-1537

http://www.admin.gov.gu/doa

Designated Authority: Department of Administration

Northern Mariana Islands (Commonwealth of the)

Designated Authority: Attorney General; Acting Attorney General; Clerk of the Court, Commonwealth Trial

Court; Deputy Clerk, Commonwealth Trial Court

http://www.saipan.com/gov

Puerto Rico (Commonwealth of)

Supreme Court of Puerto Rico

Office of Notarial Inspection

P.O. Box 190860

San Juan, PR 00919-0860

787-763-8816

http://www.lexjuris.com/lexnotaria.htm

Designated Authority: Supreme Court of Puerto Rico

U.S. Virgin Islands

Office of the Lieutenant Governor

7 & 8 King St.

Christiansted, St. Croix, USVI 00802

340-774-2991

http://www.ltg.gov.vi/Departments/Administration/index.html

No authority designated: refer requests to the U.S. Department of State, Authentications Office, 2400 M Street, NW, Washington, DC 20520. 202-647-5002

Appendix C:

Sample of an Apostille

APOSTILLE

(Convention de La Haye du 5 octobre 1981)

- 1. Country: United States of America This public document
- 2. has been signed by John H. Smith
- 3. acting in the capacity of Notary Public, State of Nebraska
- 4. bears the seal/stamp of <u>John H. Smith, Notary Public, State of</u> Nebraska

CERTIFIED

- 5. at Lincoln Nebraska 6. the 6th of April 1982
- 7. by Secretary of State, State of Nebraska
- 8. No. H0143
- 9. Seal/Stamp

10. Signature

Allen J. Beermann

United States Embassy Office of American Services 2, rue Saint-Florentin 75382 Paris Cedex 08 France

Telephone: 01 43 12 22 22

Website: http://france.usembassy.gov

E-mail: citizeninfo@state.gov